

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 12, 2011

Directors:

City of Lakeland Commissioner Don Selvage (Chairman)
Polk County Commissioner Bob English (Vice-Chairman)
City of Lakeland Commissioner Glenn Higgins (Secretary)
City of Lakeland Mayor Gow Fields
Polk County Commissioner Sam Johnson

Executive Director: Tom Phillips
Attorney: Ben Darby
Administrative Assistant: Tina Moore

Call to Order

9:00 a.m. by Vice-Chairman English

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Johnson

Excused

Commissioner Selvage

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

On a motion made by Commissioner Higgins, and seconded by Commissioner Johnson:

“Board approve the minutes of the September 19, 2011, Board of Directors meeting and the minutes of the September 19, 2011, Public Hearing.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #3 - Awards and Commendations

Items discussed:

- Marco Reinoso LAMTD's new IT Analyst was introduced to the Board.
- Three (3) Citrus Connection Team Members received GEM Awards: Deborah Hudson, Bus Operator; Paul Simms, Trainer; and Brian Jaruszewski, Chief Financial Officer.
- Cathy Wolosin, Manager of Marketing and Public Relations received an Ad Wheel Campaign Award at the American Public Transportation Association (APTA) Conference for the 60 Second Radio Advertisement “Lucy and Ethel”. There were over 600 entries in the 99 Buses or less Electronic Media Category.
- The 60 second radio advertisement was played for the Board to hear.

Agenda Item #4 - Board Action Item

Items discussed:

- Staff worked with the City of Lakeland on the two (2) proposed site locations to build a new transit facility: Cement Products site - W. Main Street - 4.84 acres and Former Lake Wire Church of God site – Kathleen Road at MLK Blvd – 2.3 acres. *(Exhibit 3)*

Agenda Item #5 - Legal Matters

No legal matters were brought before the Board at this time.

Agenda Item #6 - Financial Statement

Distributed unaudited October 2010 through August 2011 Financial Statement. *(Exhibit 4)*

Items discussed:

- Reviewed Revenues and Expenses.
- Salaries are the biggest cost savings to date by \$250,000.
- Professional and Technical Services over by \$120,000 attributed to legal fees.
- Materials and Supplies over by \$85,000.
- Foresee Farebox revenues to decrease due to decrease in service hours and loss of ridership.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$91.27, and FY11 cost per hour forecast is \$93.28.
- Staff is working with FDOT in applying for the New Freedom Grant.

Fund Balance Policy – Resolution #11-09

On a motion made by Commissioner Higgins, and seconded by Mayor Fields:

“Approve the LAMTD Fund Balance Policy by Roll Call Vote.” *(Exhibit 5)*

Commissioner English	Yes
Mayor Fields	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Absent

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Governmental Accounting Standards Board (GASB54) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, requires government entities to change the way fund balances are reported, in an effort to enhance the usefulness of fund balance information by providing clearer classifications that can be more consistently applied, and by clarifying the existing fund type definitions.
- GASB54 is used to clearly identify spendable vs. non-spendable.
- Costs saving measures have been put into place.
- All LAMTD Team Members are required to take eight (8) furlough days.
- Commissioner Selvage was selected to serve on the Financial Audit Committee.

Agenda Item #7 – Interlocal Agreement / Contracts / Leases

Amended Transit Operators Agreement - BoCC

On a motion made by Mayor Fields, and seconded by Commissioner Higgins:

“Approve the amended Transit Operators Agreement with the Polk County Board of County Commissioners (BoCC) subject to the inclusion of a provision that provides for an incremental invoice to be issued in the event that the actual cost per revenue hour is greater than the contracted rate, for the period of October 1, 2011, through September 30, 2012, subject to final review by counsel.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The proposed cost per hour Escalation Clause that would be triggered in the event of an unanticipated increase in fuel cost for FY12 was added to the Agreement.

Amended Transit Operators Agreement - PTA

On a motion made by Mayor Fields, and seconded by Commissioner Higgins:

“Approve the Amended Transit Operators Agreement with the Polk Transit Authority (PTA), for the period of October 1, 2011, through September 30, 2012.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Discussion ensued regarding Agreement.

Agenda Item #8 – Transit Center Park & Ride

On a motion made by Commissioner Higgins, and seconded by Mayor Fields:

“Approve the Transit Center Park & Ride and Multi-modal Center project with FDOT subject to any conditions and restrictions related to the conveyance of the land.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- FDOT has offered (at no cost to the District) the use of 1.313 acres of land adjacent to US Highway 98 north, south of I4, between Robson Road, and Pyramid Parkway.
- LAMTD’s future use of the land would include a Multi-modal Center and Park & Ride that could potentially offer service to USF Polytechnic and Legoland.
- FDOT will provide up to \$750,000 to build the Transit Center Park & Ride/Multi-modal Center.

Commissioner Johnson left the Board meeting at 10:14 am prior to Agenda Item #8’s approval.

Agenda Item #9 – Proposed Route Changes

On a motion made by Mayor Fields, and seconded by Commissioner Higgins:

“Approve Proposed Route Changes.” *(Exhibit 8)*

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- A PowerPoint presentation was presented to the Board. *(Exhibit 9)*
- Reviewed proposed route changes to routes 46, 57, and 58.
- Luis Hurtado-Suazo, LAMTD Supervisor, Transit Operations, developed proposed route changes to routes 1, 15, and 47.

Agenda Item #10 - Free Ride Friday – Day After Thanksgiving

On a motion made by Mayor Fields, and seconded by Commissioner Higgins:

“Approve the Customer Appreciation Free Ride Day to be held jointly with Winter Haven Area Transit on November 25, 2011.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Traditional Customer Appreciation Day on Friday, November 25, the day after Thanksgiving, with all rides free for the entire day on both LAMTD and WHAT routes.
- Estimated Fare Box Revenue loss for the LAMTD service area is \$2,900.

Mayor Fields left the Board meeting at 10:27 am.

Agenda Item #11 - Reports

FDOT Report

No FDOT representative present during the meeting.

PTA Update

- FDOT secured a \$50,000 grant to rebrand the PTA.
- FDOT and Staff are working with the marketing firm, BowStern, on the PTA rebranding.
- BowStern is meeting with Stakeholders on October 19.
- Met with Tom Deardorff, TPO Director, regarding the TDP update and the TDP update to become more of a visioning document for public transit.
- WHAT will now follow the same holiday closure schedule as LAMTD.

Interim Executive Director Report

- On October 6, the Union vote passed with 64% of the votes favorable for the Transit Workers Union (TWU).
- Tabled the new Policy and Procedures until next Board meeting.
- On September 24, several LAMTD Team Members participated in the Heather’s Hope Walk for domestic violence awareness.
- On October 4, Staff met with approximately 50 residents in the Pierce Community to discuss Route 39.
- Contract between LAMTD and FDOT for a brushless generator system may not be the best use of the funds given the age of the fleet.
- Performance Indicators were distributed in the Board packets. *(Exhibit 10)*

Agenda Item #12 – Other Business

- Commissioner Higgins referenced a news article in the Tampa Tribune on October 12 discussing Hart’s increased ridership and shared ride service.

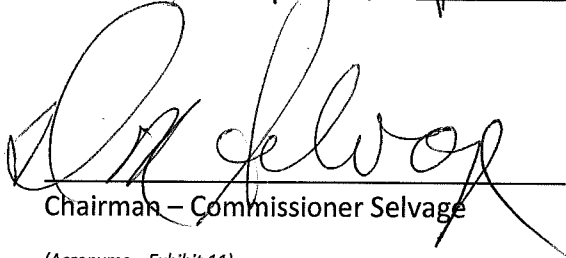
Action Item

Does nitrogen in bus tires reduce fuel usage?

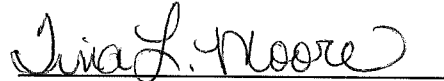
Adjournment

10:55 a.m.

Approved this 9 day of November, 2011.


Chairman – Commissioner Selvage

(Acronyms – Exhibit 11)


Minutes Taker – Tina Moore